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5. Diversified Funding Base (Narrative)

6. Include a copy of the agency's most recent audited financial statements and OMB A-133 audit reports (if applicable), or previously approved comparable documents (see instructions on Form 9 instructions, #6A and B).

7. Applicants who will use a fiscal agent for the purposes of contracting and invoicing any funds awarded to the applicant agency under this RFP, must provide the information requested below:

Name of Agency Serving As Fiscal Agent: _____

Executive Director: _____

Address: _____

Federal Tax ID#: _____

Include with your proposal submission(s) a copy of your fiscal agent's:

- Audited financial statements and OMB A-133 audit reports, as outlined in the instructions and #6 above (one copy only)
- 501(c)(3) certificate, if fiscal agent is a non-profit agency

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8. Fiscal/Administrative Procedures Checklist (Word document-table format)

	YES	NO
<p>1. Does your agency have written policies and procedures for handling all financial transactions (receipts, disbursements, authorizations, etc.)?</p> <p>What is the date of the policies/procedures manual or most recent revision? (month/year) ____/____</p>		
<p>2. Has your agency ever been debarred from receiving federal funds?</p> <p>If "Yes," please explain:</p>		
<p>3. Does your agency owe money to the federal and/or state governments?</p> <p>If "Yes," please explain:</p>		
<p>4. Does your agency have insurance coverage (or cash bonding) to cover dishonesty and fraud for employees involved in any of the steps in financial transactions?</p>		
<p>5. Does any one employee perform <u>two or more</u> of the following functions: prepare and balance journals; complete transaction approval document; prepare checks for payment; sign checks for payment; make case receipt deposits; post the general ledger; reconcile cash position?</p> <p>If "Yes" please explain any checks and balances your agency has in place to avoid improper authorization:</p>		
<p>6. Does your agency maintain (and have available for review upon request) the minutes from all Board of Directors and Board Committee meetings for at least the past fiscal year?</p>		
<p>7. For all staff/volunteers from your agency who require licensure/certification (based on local, state and/or federal regulations), does the agency maintain records of the licensure/certification and regularly review and document that all requirements are met and that licensure/certification is current?</p>		